

DATE: May 13, 2004

TO: City Clerk

FROM: Representative Jose Alexandro Lozano

ADDRESS District 3 TELEPHONE 541-4515

Please place the following item on the (Check one): CONSENT x REGULAR _____

Agenda for the Council Meeting of May 13, 2004

Item should read as follows: Appointment of Tommy Carreon to the Ad Hoc Waste Tire Disposal Advisory Committee as an Alternate Member by Rep. Jose Alexandro Lozano, District 3.

SPECIAL INSTRUCTIONS: _____

Item No. _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Ad Hoc Waste Tire Disposal Advisory Committee

NOMINATED BY: Representative Jose Alexandro Lozano DISTRICT: 3

NAME OF APPOINTEE Tommy Carreon

(Please verify correct spelling of name)

BUSINESS ADDRESS: N/A

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

Vacant (Alternate)

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____
RESIGNED _____
REMOVED _____

OTHER (SPECIFY): _____

EXPIRATION DATE OF INCUMBENT: Until project completion

EXPIRATION DATE OF NEW APPOINTEE: Until project completion

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: x

2nd TERM _____

UNEXPIRED TERM: _____

OTHER _____

APPLICATION
FOR
BOARDS AND COMMISSIONS
CITY OF EL PASO

Name Tommy Carreon District 3

Home Address [REDACTED]

Home Phone [REDACTED]

Business Address n/a

Business Phone _____

Length of Residency in the City of El Paso [REDACTED] Date of Birth [REDACTED]

Educational Background BA EPCC - Communication, Forensic team,
accounting, micro economics UTEP - basic

Employment Background Papa Salsas - Asst Mgr. Burger King - mgr.
Echo Star - CSR

Volunteerism, Organizations, Community Service, Special Qualifications UTEP Forensic Judge
(Speak & debate) Student Government (EPCC)

References (Name and Phone Number): attached to resume

Commissions and Boards in which you are particularly interested _____

Signature [Signature] Date 05-13-04

Tommy Carreon

EDUCATION:

06-99/present

El Paso Community College (EPCC) at El Paso, Texas
Currently pursuing an Associates of Arts in Business Administration.
Accumulated 57 semester hours.

08-96/05-99

University of Texas at El Paso
Pursuing Bachelors in Business Management in Accounting & Financial Marketing.
Accumulated 60 hours.

EXPERIENCE:

Papa Johns Pizza

El Paso, Texas
Assistant Manager
May, 2002 to November, 2002

Duties: Open and close store, print M-dog, set safe, open system, prepare make line, set up computers, dough management, set deployment, count till and in-store money, answer phone lines, take orders, slap out dough.

Burger King

El Paso, Texas
Manager
February, 2001 to February, 2002

Duties: Insure customer service, maintain labor, count opening and closing inventory, verify cashier drawers, do opening and closing paper work procedures.

Echo Star Communications

El Paso, Texas
Customer Service Representative (CSR)
October, 1999 to July, 2000

Duties: Billing, accounting, and technical situations in activating programming, insuring customer inquiries, phones answered in a timely accurate and professional manner.

McDonald's

El Paso, Texas
Team Leader, Cashier
August, 1996 to December, 1999

Duties: Customers service, handled money, main host of parties, completion of duties, team player, self-starter.

SKILLS**And Abilities:**

Computer literate, general office skills, good public relations and telephone etiquette, bilingual: English/Spanish

Proficient in the following computer programs/systems:

Lotus	Microsoft Office 95-97
Windows 95-98	Word Processor
Computer Graphics	Word Perfect

Activities:

- UTEP Forensics Team
- Student Government Senator
- Blue Ribbon Judge
- Student Council
- DECA & VICA
- JROTC—Company Commander

Awards Received:

- Blue Ribbon Judge
- DECA Management Skills Certificate

QUALIFICATIONS:

- I will be an asset to the organization because I am hard working, extremely dependable, and willing to go the extra mile so that success is ensured.
- I am a leader, team player, and willing to pitch in for the common cause. I am responsible, resourceful, and want to work in a company that fits a definition of me. A company that gives me the tools to succeed; the opportunity to make a difference. A company that gives me the options of working in a fast paced & professional environment.
- I am a person that will love the fun and challenging work environment. I am a performance-driven risk-taker and will be encouraged to succeed. I appreciate feedback because it contributes to my professional development and growth.
- I am a person with a great sense of individuality. Listening, valuing and responding to each individual translates into innovative products and solutions, a friendly environment and future success for everyone.

REFERENCES:

Available Upon Request.